



Arlington Finance Committee

Date: Wednesday, March 13, 2024.

Time: 7:30pm.

Location: O'Neill Community Room, Public Safety Building, 112 Mystic Street, Arlington, MA.

Minutes

Attendance: Christine Deshler, Jennifer Susse, Topher Heigham, Carolyn White, Alan Jones, Dean Carman, Jordan Remy, Charles Foscett, Annie LaCourt, David McKenna, Sophie Migliazzo, Michael Ruderman, John Griffin, Grant Gibian, Rebecca Younkin, Darrel Harmer, Josh Lobel, Allan Tosti and Tara Bradley (Secretary). Visitors: Jim Feeney (Town Manager) and Alex Magee (Deputy Town Manager/Finance Director).

1. Articles 7 – Bylaw Amendment / Betterment Bylaw Revision: article would change how private way betterment petitions are handled for a group within a larger association and increase the required deposit before project can commence (currently one third deposit required, proposed change to fifty percent deposit).
2. Article 54 – Appropriation / Private Way Repairs Revolving Fund: proposed \$100,000 to reseed the fund (\$100k appropriated in FY22, \$300k in 2006). Current balance is approximately \$22k. Assessments from private way projects goes back to Free Cash each year.
 - a. VOTE: motion to accept the \$100,000 appropriation to the Private Way Repairs Revolving Fund passed unanimously.
3. Article 35 - PEG Access Budget: the appropriation is money from a passthrough which are funds received from cable companies. \$717,029.
 - a. VOTE: motion to accept the \$717,029 appropriation to the PEG Access Budget passed with 16 in favor and one abstaining (Ruderman).
4. Article 36 – Endorsement of Parking Benefit District Expenditures: FY25 plan is to spend \$110k more than revenue. Large balance is due to capacity issue on projects. Previous meters were never supposed to add the free 15 minutes of parking on top of additional paid parking time (errand function).
 - a. VOTE: motion to accept endorsement of Parking Benefit District Expenditures with revenue of \$422,034.20 and expenses of

\$532,208.00 plus a transfer of \$110,173.80 from surplus (deficit) passed unanimously.

5. Article 42 - Appropriation / Transportation Infrastructure Fund: these are monies from rides that begin or terminate in Arlington from rideshare companies (i.e. Uber, Lyft, etc.). \$23,615.20 received for rides in calendar year 2022 (received Winter 2023-2024). Recommendation from Town Manager is to use these funds to support the Bluebike network.
 - a. VOTE: motion to accept the \$23,615.20 appropriation to the Transportation Infrastructure Fund passed unanimously.
6. Article 48 – Appropriations / Miscellaneous: no appropriation needed for Legal Defense Fund. \$15,161.34 appropriation requested Indemnification of Medical Costs.
 - a. VOTE: motion to accept then \$0 appropriation to the Legal Defense Fund and the \$15,161.34 appropriation for Indemnification of Medical Costs passed with 16 in favor and one abstention (McKenna).
7. Article 53 – Appropriation / Takings for Stratton School Safe Routes: no appropriation needed. Article is needed to authorize takings for the sidewalks which will be funded by a MassDOT grant and will move to Select Board docket. Approximately 30-35 properties will require temporary easements for use of property while completing construction and potentially 1 permanent easement.
 - a. VOTE: motion to accept \$0 appropriation to the Takings for Stratton School Safe Routes passed unanimously.
8. Article 56 – Local Option / Acceptance of M.G.L. Chapter 203C The Prudent Investor Rule: MA Act signed in August 2023 which allows trust funds to be invested beyond the legal list. List is updated yearly, currently lists 22 stocks and 35 mutual funds. Act would allow trustees (in Arlington would be Treasurer/Collector or a designated financial advisor) to invest in stocks with anticipated higher returns. Act does not include General Fund monies. Rockland Trust manages investments of trust funds (with exception to OPEB Trust Fund) with approximately \$28 million spread across 88 trust funds in eight categories. Treasurer is custodian of all town trust funds and all trades require authorization from Treasurer.
 - a. VOTE: motion to table vote on this article passed with twelve in favor and five in opposition.
9. Article 58 – Local Option Taxes: no proposed local option for this year. Local Municipal Employment Act bill recently proposed by governor is relevant to this article. There was a recent change by the Cannabis Control Commission regarding local excise tax which may change revenue.
 - a. VOTE: motion for no report at this time passed unanimously.
10. Article 55 – Appropriation / Massachusetts Public Library Construction Program Match: Town Manager office plans to request no action on

Article 57 - Master Plan (\$50k appropriation) to reallocate money for Library request. Arlington 250th original budget was \$50k and there is now an earmark request to State Legislators to cover Foot of Rock project, costs for additional public safety and other related expenses which could reduce Arlington 250th request from \$50k to \$25k. Town Manager may need to go back to Library as they may be able to commit \$25k. Library Director will confirm if this plan would still qualify town for grant match.

11. Article 57: Master Plan.

a. VOTE: motion to take no action passed unanimously.

12. General: the committee asked the Town Manager and Deputy Town Manager general questions regarding playgrounds and town building maintenance, town committee/commission external website policies, salary reserve and facilities department projects.

Summary of Votes

| Budget | Total | Status | Date | Votes |
|---|--|---------------|-------------|--------------|
| Article 54 – Private Way Revolving Funds | \$100,000.00 | Approved | 3/13/2024 | 17-0-0 |
| Article 35 – PEG Access | \$717,029.00 | Approved | 3/13/2024 | 16-0-1 |
| Article 36 – Parking Benefit District | Revenue: \$422,034.20, Expenses: \$532,208.00, Transfer from Surplus (Deficit): \$110,173.80 | Approved | 3/13/2024 | 17-0-0 |
| Article 42 – Transportation Infrastructure Fund | \$23,615.20 | Approved | 3/13/2024 | 17-0-0 |
| Article 48 – Miscellaneous | Legal Defense Fund - \$0 Indemnification of Medical Costs - \$15,161.34 | Approved | 3/13/2024 | 16-0-1 |
| Article 53 – Takings for Stratton Safe Routes | \$0 | Approved | 3/13/2024 | 17-0-0 |
| Article 58 – Local Option Taxes | No Report at this Time | Approved | 3/13/2024 | 17-0-0 |
| Article 57 – Master Plan | No Action | Approved | 3/13/2024 | 17-0-0 |

Meeting adjourned at 10:01 pm.

By Tara Bradley.

Reference 1: PEG Access Budget FY25

Reference 2: Private Way Collection Data

Reference 3: Parking Benefit District Budget FY25

FW: 2025 PEG Budget

Alex Magee <amagee@town.arlington.ma.us>

Wed 3/13/2024 5:51 PM

To:Tara Bradley <tbradley@town.arlington.ma.us>;Christine Deshler <cdeshler@town.arlington.ma.us>

Cc:Jim Feeney <jfeeney@town.arlington.ma.us>

Hi Christine and Tara,

Please see the PEG Access budget proposal for ACMI below.

Thanks,

Alex

From: Norm McLeod <Norm@acmi.tv>
Sent: Wednesday, March 13, 2024 5:05 PM
To: Alex Magee <amagee@town.arlington.ma.us>
Cc: John Leone <john@leonelaw.com>
Subject: Fwd: 2025 PEG Budget

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Alex here is the budget information you requested.

Norman McLeod
Executive Director
Arlington Community Media Inc.
85 Park Avenue
Arlington, MA 02476
781-777-1115
norm@acmi.tv

ACMi is a scent and fragrance-free environment. If you plan on coming to ACMi, we ask that you use only scent-free cosmetic and personal care products to prevent harming those with respiratory difficulties. Thanks!

| 2025 PEG Access Budget (preliminary) | Amount |
|---|------------------|
| Total Operating revenue anticipated from cable providers: | \$633,169 |
| Total Capital revenue anticipated from cable providers: | \$83,860 |
| Misc. Income (including membership dues, workshops interest and donations); | \$7,290 |
| Fidelity Investment account: | \$32,000 |
| Total Revenues | \$756,319 |

Total Operating Expenses (including salaries and taxes)

| | |
|------------------------|------------------|
| Salaries and Taxes | \$501,378 |
| Expenses: | \$223,000 |
| Capital: | \$83,860 |
| Total Expenses: | \$808,238 |

Comment: ACMi is anticipating a deficit of approximately \$60,000. ACMi receives %5 of all cable subscriptions. However, the shortage is due to severely reduced income since many residents have cancelled their cable subscriptions and are opting for streaming services instead. Unless this deficit is made up ACMi will need to reduce staff and curtail services to the Town.

Betterment Projects 2020-2023

| | Total Project Cost | | Paid Up-Front | | Paid via Taxes | Up-Front Collection Rate |
|---|--------------------|-------------------|---------------|------------|------------------------------|--------------------------|
| Edmund Rd.(2020) | \$ | 32,000.00 | \$ | 24,888.89 | \$ 7,111.11 | 78% |
| Ortona St. (2021) | \$ | 26,500.00 | \$ | 19,138.89 | \$ 7,361.12 | 72% |
| Mt. Gilboa (2021) | \$ | 244,739.00 | \$ | 213,790.79 | \$ 30,948.21 | 87% |
| Elmhurst Rd. (North) (2021) | \$ | 35,000.00 | \$ | 30,000.00 | \$ 5,000.00 | 86% |
| Regis Rd. (2021) | \$ | 43,581.00 | \$ | 38,012.42 | \$ 5,568.58 | 87% |
| Reed St. (2022) | \$ | 44,000.00 | \$ | 33,392.84 | \$ 10,607.16 | 76% |
| Thesda St. (2022) | \$ | 110,000.00 | \$ | 75,468.00 | \$ 34,532.00 | 69% |
| Elmhurst Rd. (South) (2022) | \$ | 40,551.00 | \$ | 37,651.90 | \$ 289.40 | 93% |
| Governor Rd. (2022) | \$ | 48,643.00 | \$ | 37,061.34 | \$ 11,581.66 | 76% |
| Village Lane (2023) | \$ | 57,750.00 | \$ | 38,500.00 | \$ 19,250.00 | 67% |
| Oldham Rd. (2023, *asked to pay in full*) | \$ | 66,954.00 | \$ | 66,954.00 | \$ - | 100% |
| Total | \$ | 749,718.00 | | | Avg. Collection Rate: | 81% |

Potential Betterment Projects for 2024

| | | |
|---------------------------|-----------|-------------------|
| Spring/Pine Ridge/Stevens | \$ | 176,407.20 |
| Montague St. (Upper) | \$ | 45,112.00 |
| Brattle Place | \$ | 64,000.00 |
| Montague St. (Lower) | \$ | 51,629.25 |
| Total | \$ | 337,148.45 |

| | | |
|---|----|------------|
| <i>Town 33% Share of 2024 Projects (Proposed Bylaw)</i> | \$ | 111,258.99 |
| <i>Town 50% Share of 2024 Projects (Select Board voted Bylaw)</i> | \$ | 168,574.23 |
| <i>Town 67% Share of 2024 Projects (Current Bylaw)</i> | \$ | 225,889.46 |

2024 Construction Season Funding

| | | |
|--|-----------|-------------------|
| Private Way Repair Fund Balance (2-29-2024) | \$ | 27,018.42 |
| FY25 Warrant Article Appropriation (if approved) | \$ | 100,000.00 |
| Total | \$ | 127,018.42 |

PARKING FUND BUDGET

| REVENUES | FY24 BUDGET | FY24 ACTUAL 2/13/24 | FY25 BUDGET |
|---------------------|----------------------|------------------------|----------------------|
| Single Space Meters | \$ 259,798.00 | \$ 126,310.64 | \$ 179,599 |
| Multi-Space Meters | \$ 139,985.00 | \$ 44,056.55 | \$ 62,712 |
| Charging Station | \$ 5,317.00 | \$ 14,617.30 | \$ 20,464 |
| Pay by Phone | N/A | \$ 88,254.67 | \$ 123,556 |
| Interest | \$ 11,824.00 | \$ 25,503.93 | \$ 35,704 |
| TOTAL | \$ 416,924.00 | \$ 298,743.09 | \$ 422,034.20 |

| EXPENDITURES | FY24 PROJECTED | FY24 ACTUAL 2/13/24 | PROJECTED FY25 |
|---|----------------------|------------------------|-------------------|
| MAINTENANCE AND OPERATION | | | |
| IPS, CC Fee, Coin Collection | \$ 163,100 | \$ 160,432.26 | \$ 128,500 |
| Charging Stations | \$ - | \$ - | \$ 10,000 |
| Electricity at Charging Stations | \$ - | \$ - | \$ 4,800 |
| Lease Payments | \$ 6,000 | \$ 3,000.00 | \$ 6,000 |
| Parking Enforcement/Admin | \$ 111,325 | \$ 111,325.00 | \$ 114,148 |
| Maintenance and Operation Subtotal | \$ 280,425.00 | \$ 274,757 | \$ 263,448 |
| PARKING BENEFIT DISTRICT | | | |
| Russell Common Lot | \$ - | \$ - | \$ 65,000 |
| Trash Management | \$ 32,500 | \$ - | \$ - |
| Seasonal Plantings | \$ 22,400 | \$ 22,705 | \$ 23,060 |
| Watering of Seasonal Planting | \$ 14,340 | \$ - | \$ 13,200 |
| Other | \$ 17,959 | \$ - | \$ - |
| Electric Upgrades | \$ - | \$ - | \$ 25,000 |
| 250th Decorations | \$ - | \$ - | \$ 27,500 |
| Seasonal Decorations | \$ 49,300 | \$ - | \$ 75,000 |
| Streetscape Improvements | \$ - | \$ 3,500 | \$ 40,000 |
| Encumbrances | \$ - | \$ 84,814 | \$ - |
| Parking Benefit District Subtotal | \$ 136,499 | \$ 111,019 | \$ 268,760 |
| TOTAL | \$ 416,924.00 | \$ 385,776.43 | \$ 532,208 |

| | PROJECTED FY24 | | PROJECTED FY25 |
|----------------------------------|-------------------|--|-------------------|
| REVENUES | \$ 416,924.00 | | \$ 422,034.20 |
| EXPENDITURES | \$ 416,924.00 | | \$ 532,208.00 |
| Surplus (Deficit) | \$ - | | \$ (110,173.80) |
| Beginning FY Fund Balance | \$ 623,422.00 | | \$ 623,422.00 |
| Ending FY Fund Balance | \$ 623,422.00 | | \$ 513,248.20 |

CARRY FORWARD SOY 7.1.23

\$623,422.00

Updated February 16, 2024